

**South Lynnwood Co-Design Committee  
Meeting #3  
July 28, 2020**

**Virtual Open House Conversation**

The purpose of this meeting was to discuss the timing and format of a virtual open house format with the Co-Design Committee in light of the current Coronavirus pandemic.

Below is a summary of what we heard at the meeting. We took comments and created themes which each comment falls into. We then identified next steps and considerations as we rescope the project and amend the schedule.

	<b><u>Comment</u></b>	<b><u>Theme</u></b>	<b><u>Next Step / Consideration</u></b>
1.	Not all folks have equal access or ability to use internet	Internet access	<ul style="list-style-type: none"> <li>Understand internet access in South Lynnwood</li> <li>Determine how to reach folks regardless of internet access</li> </ul>
2.	Visual disabilities can impact participation	ADA accessibility	<ul style="list-style-type: none"> <li>Online site must be ADA accessible</li> <li>Opportunities must serve differently abled folks</li> </ul>
3.	How do we get people to a digital event?	Outreach	<ul style="list-style-type: none"> <li>Work with Co-Design Committee to create successful outreach strategy</li> </ul>
4.	Everything needs to be in appropriate language	Outreach	<ul style="list-style-type: none"> <li>Review Existing Conditions Report to ID top languages in neighborhood for interpretation at events and translation of materials</li> </ul>
5.	Community should feel welcome at events	Outreach	<ul style="list-style-type: none"> <li>Work with Co-Design to create invitations and outreach materials tailored to the community</li> </ul>
6.	South Lynnwood slogan	Outreach	<ul style="list-style-type: none"> <li>Work with Co-Design to create 1-2 sentences to easily describe the project and get folks interested</li> </ul>
7.	One night is not long enough for a digital event	Engagement	<ul style="list-style-type: none"> <li>Seek options that allow for longer engagement periods</li> <li>Provide several ways to engage</li> </ul>
8.	Zoom – breakout rooms	Engagement	<ul style="list-style-type: none"> <li>Better understand online tools available and incorporate into engagement plan</li> </ul>
9.	Provide incentives for community participation	Engagement	<ul style="list-style-type: none"> <li>Work with Co-Design to identify appropriate incentives for engagement</li> </ul>
10.	Partner with local businesses	Project scope	<ul style="list-style-type: none"> <li>Incorporate business outreach and engagement into new Project Scope</li> </ul>
11.	Need to better understand project goals and vision	Project scope	<ul style="list-style-type: none"> <li>City team revising scope to provide clearer idea of deliverables</li> </ul>
12.	What is the project timeline?	Project scope	<ul style="list-style-type: none"> <li>Rebuild the project scope to respond to Coronavirus. Don't rush the process.</li> </ul>

13.	What is the ethnic breakdown of South Lynnwood residents?	Existing Conditions Report	<ul style="list-style-type: none"> <li>• Share Existing Conditions Report with Co-Design</li> <li>• Share presentation from Co-Design Meeting #1</li> </ul>
14.	Need to better understand the community before we craft engagement strategies	Existing Conditions Report	<ul style="list-style-type: none"> <li>• Share Existing Conditions Report with Co-Design</li> <li>• Share presentation from Co-Design Meeting #1</li> </ul>
15.	Briefing to City Council – Is City working behind the scenes? Where are we going? Purpose of public meeting?	Roles and Responsibilities	<ul style="list-style-type: none"> <li>• Create project schedule with clear timelines and deliverables for Co-Design</li> <li>• Clearly ID roles of all participants and expectations</li> </ul>
16.	Concern over timeline – not enough meetings or time	Schedule and Scope	<ul style="list-style-type: none"> <li>• Work with Co-Design Committee to create successful project schedule</li> </ul>
17.	Conversations about zoning	Schedule and Scope	<ul style="list-style-type: none"> <li>• Provide adequate time to discuss zoning and future recommendations around zoning</li> </ul>
18.	Co-Design wishes to meet monthly Prefer after 5 Need 2 weeks advance notice to schedule	Schedule and Scope	<ul style="list-style-type: none"> <li>• Review schedule and pre-determine meetings/make them predictable</li> <li>• Aim for monthly or bimonthly meetings</li> <li>• Design meetings to be flexible to medium (in-person or online)</li> </ul>
19.	More working meetings/breakout sessions	Schedule	<ul style="list-style-type: none"> <li>• The Co-Design Committee wants to get to work! Design meetings to be more interactive and elevate the voices of our Co-Design members to be the builders of our plan.</li> <li>• Consider use of technology (such as Zoom Breakout Rooms) to allow groups to work and come together</li> </ul>
20.	Growth and Development – specifically for minority-owned businesses. Who is this plan for? Don't design minority-owned businesses out of the picture	Values and Goals	<ul style="list-style-type: none"> <li>• Incorporate recommendations to make sure future development is not on the backs of minority-owned businesses</li> </ul>
21.	Inclusive Growth is the Goal	Values and Goals	<ul style="list-style-type: none"> <li>• Incorporate recommendations to make sure future development is not a burden on more vulnerable communities or causes displacement</li> </ul>
22.	Team would like to see example plans to better understand the end deliverable	Final Product	<ul style="list-style-type: none"> <li>• City team going to compile example plans for Co-Design review</li> </ul>
23.	Plan must be accessible, easy to read, and resonate with all of the community	Final Product	<ul style="list-style-type: none"> <li>• Work with Co-Design to make sure final product is free of jargon and easy to read</li> </ul>